Child Abuse Prevention - CODE OF CONDUCT

1. In order to protect BGC of Metro South staff, volunteers, and program participants - at no time during a BGC of Metro South program may a staff/volunteer be alone with a single child where they cannot be observed by others. As staff/volunteers supervise children, they should space themselves in a way that other staff/volunteers can see them.

2. Staff/volunteers shall never leave a child unsupervised outside the program area.

   BGC Property Restroom Supervision: Staff/volunteers will make sure the children use the program designated restroom or locker room. Always send children with staff/volunteers.

   Off-BGC Property Restroom Supervision: Staff/volunteers will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff/volunteers will stand in the doorway while children are using the restroom. This policy allows privacy for the children and protection for the staff/volunteers (not being alone with a child). If staff/volunteers are assisting younger children, doors to the facility must remain open. No child regardless of age should ever enter a bathroom alone on a field trip.

3. Staff/volunteers should conduct or supervise private activities in pairs - putting on bathing suits, taking showers, etc. When this is not feasible, staff/volunteers should be positioned so that they are visible to others.

4. Staff/volunteers shall not abuse children including:
   - physical abuse – strike, spank, shake, slap;
   - emotional abuse – degrade, threaten, withholding love;
   - sexual abuse – inappropriate touch or verbal exchange;
   - neglect – withholding food, water, basic care, etc.
   - abandonment – left alone with no means of communication with an adult

   Any type of abuse will not be tolerated and may be cause for immediate dismissal.

5. Staff/volunteers must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Staff/volunteers will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in predetermined situations (necessary to protect the child or other children from harm), is only administered in a prescribed manner and must be documented in writing.

6. Staff/volunteers will conduct a health check of each child, each day, as they enter the program, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the parent or child in a non-threatening way. Any questionable marks or responses will be documented.

7. Staff/volunteers respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, culture.

8. Staff/volunteers will respect children's rights to not be touched in ways that make them feel uncomfortable, and their right to say no. Other than diapering, children are not to be touched in areas of their bodies that would be covered by a bathing suit. The only exceptions are in programs where it is essential in teaching or spotting such as in swimming lessons, gymnastics, etc. The staff/volunteer must inform the program participant of their actions and ask permission to proceed.

9. Staff/volunteers will refrain from intimate displays of affection towards others in the presence of children, parents, and staff/volunteers.

10. While the BGC of Metro South does not discriminate against an individual's lifestyle, it does require that in the performance of their job they will abide by the standards of conduct set forth by the BGC of Metro South.

11. Staff/volunteers must appear clean, neat, and appropriately attired.

12. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.

13. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.

14. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment in the presence of children or parents is prohibited.

15. Staff/volunteers must be free of physical or psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert should be consulted.

16. Staff/volunteers will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.

17. Staff/volunteers may not have contact with children they meet in BGC programs outside of the BGC. This includes babysitting, sleepovers, and inviting children to your home. Any exceptions require a written explanation before the fact and are subject to CEO approval (only prior to BGC employment relationships considered).

18. Staff/volunteers may not have contact with children they meet in BGC programs via e-mail, the internet or any other social network (i.e. Facebook, Twitter, or other social media sites). Only BGC Administrative Staff/volunteers will contact members via email for BGC related business, i.e. newsletters, teams.

19. Staff/volunteers may not use their personal email to contact members. Staff/volunteers are not to give gifts to program participants.

20. Staff/volunteers are not to transport children in their own vehicles.

21. Staff/volunteers may not date program participants under the age of 18 years of age.

22. Staff/volunteers are not allowed visitors while interacting with children or program participants.

23. Under no circumstance should staff/volunteers release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with the BGC). BGC staff/volunteers must have prior approval from the CEO to be listed on a child's authorized pick-up list (only prior to BGC employment relationships considered).

24. Staff/volunteers may not use personal cell phone, blackberry, I-pod, camera, or any other electronic device when on duty in their program area. Only BGC authorized personnel may take photos with BGC equipment for promotional purposes only.

25. Staff/volunteers will not assign any physical regiments to program participants as consequences for inappropriate behaviors.

26. Staff/volunteers are required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend trainings on the subject, as instructed by a supervisor.

I understand that any violation of this Code of Conduct may result in termination.

Print Name Associate/Volunteer

Associate Signature

Trainer Signature

Date